

	Procedure Name	<b>Investigational Drug Pharmacy Staff Training Checklist</b>
	SOP #01	<b>WVU IDS Pharmacy SOP-01</b>
	Date this Version is Effective	<b>27 March 2026</b>
	Responsible for Content	<b>IDS Pharmacy Manager</b>

**I. Description**

The Investigational Drug Services (IDS) team is comprised of pharmacists and pharmacy technicians. This SOP overviews the different training experiences IDS pharmacists and technicians should complete during their onboarding period. Ancillary staff are identified, and their roles are defined.

**II. Rationale**

The purpose of this SOP is to create a standardized training checklist for all newly onboarded IDS pharmacists and technicians.

**III. Procedures**

1. Upon hire all pharmacists and technicians who will work within the WVUH IDS Team will follow a standardized training program focusing on activities related to the WVU Medicine organization, Department of Pharmacy operations, and Investigational Drug Services practices.
  - i. Internal hires may be exempt from shadowing experiences if they have appropriate previous training in those areas.
  - ii. Appendix A and B identify specific areas of training to be completed by new WVUHS IDS Team hires.
2. Ancillary pharmacy staff are pharmacists and technicians that handle investigational products (IP) at WVUH Ruby Main Campus, other WVU Medicine sites or satellite sites to WVUH, who are not hired to work within the WVUH IDS Team, and will complete some IDS specific training, pursuant to their level of involvement with distinct clinical trials.
3. Completed training records will be documented on the appropriate platforms.

**IV. Original Procedure Date and Revisions**

16 March 2022, 12 July 2023, 01 January 2024, 01 January 2025, 01 January 2026, 27 March 2026

Appendix A: Pharmacist Training Checklist

Name:	Start Date:
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Training Task	Date Completed	Employee's Initials	Orientation/Training Signoff
<b>Organization Specific Training</b>			
WVU Medicine New Employee Orientation			
EPIC Training			
BEACON Training			
Computer Based Learning (CBL) Modules			
<b>Shadowing Experiences</b>			
D-Central Operations Pharmacist			
E-Central Operations Pharmacist			
D-IVR-1 Pharmacist			
D-IVR-2 Pharmacist			
D-Pediatric Operations Pharmacist			
E-IVR Pharmacist			
D-Pharmacy Technician Training <input type="checkbox"/> Triage Technician <input type="checkbox"/> Controlled Substances Technician <input type="checkbox"/> Central Operations Technician			
E-Med/Onc Pharmacist			
D-CC-A			
D-CC-B			
D-CC-Swing			
IDS Pharmacist			
IDS Technician			
Oncology Specialist Clinic (Solid Tumor)			
Oncology Specialist Clinic (Heme)			
Oncology Specialist (Classical Heme)			
CRU Team			
<b>Meetings with Pharmacy Leadership (6 Month Mark)</b>			
Supply Chain Manager			
Revenue Cycle Manager			
Compliance Manager			
Inpatient Operations Managers			
<b>Meetings with Clinical Pharmacists (6 Month Mark)</b>			
Peds-NICU/PICU			
Periop-Op			
Emergency Department			
Intensive Care Units			

Investigational Drug Services Specific Training			
General Overview of Protocols: <ul style="list-style-type: none"> <li><input type="checkbox"/> Cooperative Group</li> <li><input type="checkbox"/> Industry Sponsored</li> <li><input type="checkbox"/> Investigator Initiated</li> </ul>			
Review WVU Medicine Policies and Standard Operating Procedures <ul style="list-style-type: none"> <li><input type="checkbox"/> WVU Hospitals Pharmaceutical Services Policy VII.01</li> <li><input type="checkbox"/> WVU IDS Pharmacy SOPs</li> </ul>			
CITI Training <ul style="list-style-type: none"> <li><input type="checkbox"/> Human Subjects Protection Training (Human Subjects Research Investigators)</li> <li><input type="checkbox"/> Conflict of Interest Training</li> <li><input type="checkbox"/> Good Clinical Practice (GCP)</li> </ul>			
Protocol and Operations Review <ul style="list-style-type: none"> <li><input type="checkbox"/> Pharmacy Tour</li> <li><input type="checkbox"/> Pharmacy Procedures</li> <li><input type="checkbox"/> Investigational Product (IP) Ordering</li> <li><input type="checkbox"/> IP Receiving</li> <li><input type="checkbox"/> IP Storage</li> <li><input type="checkbox"/> IP Dispensing</li> <li><input type="checkbox"/> Documenting returns/destruction</li> <li><input type="checkbox"/> Protocol Correspondence to be filed</li> </ul>			
Vestigo Platform <ul style="list-style-type: none"> <li><input type="checkbox"/> Vestigo Overview</li> <li><input type="checkbox"/> Vestigo Login information</li> <li><input type="checkbox"/> Transaction Documents</li> <li><input type="checkbox"/> Temperature Documents</li> <li><input type="checkbox"/> Protocol Documents</li> <li><input type="checkbox"/> Notes to File (NTF Template)</li> <li><input type="checkbox"/> Memo to File</li> <li><input type="checkbox"/> IRT (Interactive Response Technology)</li> <li><input type="checkbox"/> Vestigo Verify</li> <li><input type="checkbox"/> Trainings in Vestigo</li> </ul>			
OnCore Platform <ul style="list-style-type: none"> <li><input type="checkbox"/> Protocol Status</li> <li><input type="checkbox"/> Staff</li> <li><input type="checkbox"/> Accrual</li> <li><input type="checkbox"/> Documents/Info</li> </ul>			

Advarra eREG <ul style="list-style-type: none"> <li><input type="checkbox"/> Protocol Search</li> <li><input type="checkbox"/> Sign Document Task</li> </ul>			
Billing <ul style="list-style-type: none"> <li><input type="checkbox"/> Fee Sheets</li> <li><input type="checkbox"/> Billing Process</li> <li><input type="checkbox"/> Credit Card Portal</li> </ul>			
NCI PMB Training Videos <ul style="list-style-type: none"> <li><input type="checkbox"/> DARF Basics</li> <li><input type="checkbox"/> DARF Header</li> <li><input type="checkbox"/> Oral DARF</li> <li><input type="checkbox"/> Agent Receipt</li> <li><input type="checkbox"/> Pt-Specific DARFs</li> <li><input type="checkbox"/> Agent Transfers</li> <li><input type="checkbox"/> Agent Returns</li> <li><input type="checkbox"/> Local Destruction</li> </ul>			
NCTN Sites: <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain CTEP ID</li> <li><input type="checkbox"/> Register for CTEP I-AM account</li> <li><input type="checkbox"/> Activity: Verify a CTEP ID</li> <li><input type="checkbox"/> Activity: Verify a CTSU Delegation Log</li> <li><input type="checkbox"/> Added to Cooperative Group Rosters</li> <li><input type="checkbox"/> Subscribe to PMB Newsroom Listserv</li> <li><input type="checkbox"/> Reviewed CTSU Website</li> <li><input type="checkbox"/> Reviewed PMB Online Agent Order Processing (OAOP)</li> </ul>			

Appendix B: Technician Training Checklist

Name:		Start Date:	
Training Task	Date Completed	Employee's Initials	Orientation/Training Signoff
Organization Specific Training			
WVU Medicine New Employee Orientation			
EPIC Training			
Computer Based Learning (CBL) Modules			
Shadowing Experiences			
Central Operations Technician (D/E)			
Pediatric Technicians			
Triage Technician Training (D/E)			
Controlled Substances Technician (D/E)			
Delivery Technician (2-3 techs)			
CC Technician (Haz)			
CC Technician (Non Haz)			
CC Technician (Workroom)			
CC Lead Technician			
IDS Pharmacist			
IDS Technician			
Receiving Technician			
Investigational Drug Services Specific Training			
General Overview of Protocols: <input type="checkbox"/> Cooperative Group <input type="checkbox"/> Industry Sponsored <input type="checkbox"/> Investigator Initiated.			
Review WVU Medicine Policies and Standard Operating Procedures <input type="checkbox"/> WVU Hospitals Pharmaceutical Services Policy VII.01 <input type="checkbox"/> WVU IDS Pharmacy SOPs			
CITI Training <input type="checkbox"/> Human Subjects Protection Training (Human Subjects Research Investigators) <input type="checkbox"/> Conflict of Interest Training Good Clinical Practice (GCP)			
Protocol and Operations Review <input type="checkbox"/> Pharmacy Tour <input type="checkbox"/> Pharmacy Procedures <input type="checkbox"/> Investigational Product (IP) Ordering <input type="checkbox"/> IP Receiving <input type="checkbox"/> IP Storage <input type="checkbox"/> IP Dispensing <input type="checkbox"/> Documenting returns/destruction <input type="checkbox"/> Protocol Documents			

<p>Vestigo Platform</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vestigo Overview</li> <li><input type="checkbox"/> Vestigo Login information</li> <li><input type="checkbox"/> Transaction Documents</li> <li><input type="checkbox"/> Temperature Documents</li> <li><input type="checkbox"/> Protocol Documents</li> <li><input type="checkbox"/> Notes to File (NTF Template)</li> <li><input type="checkbox"/> Memo to File</li> <li><input type="checkbox"/> IRT (Interactive Response Technology)</li> <li><input type="checkbox"/> Vestigo Verify</li> <li><input type="checkbox"/> Trainings in Vestigo</li> </ul>			
<p>OnCore Platform</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Protocol Status</li> <li><input type="checkbox"/> Staff</li> <li><input type="checkbox"/> Accrual</li> <li><input type="checkbox"/> Documents/Info</li> </ul>			
<p>Advarra eREG</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Protocol Search</li> <li><input type="checkbox"/> Sign Document Task</li> </ul>			
<p>Billing</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fee Sheets</li> <li><input type="checkbox"/> Billing Process</li> <li><input type="checkbox"/> Credit Card Portal</li> </ul>			
<p>NCI PMB Training Videos</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DARF Basics</li> <li><input type="checkbox"/> DARF Header</li> <li><input type="checkbox"/> Oral DARF</li> <li><input type="checkbox"/> Agent Receipt</li> <li><input type="checkbox"/> Pt-Specific DARFs</li> <li><input type="checkbox"/> Agent Transfers</li> <li><input type="checkbox"/> Agent Returns</li> <li><input type="checkbox"/> Local Destruction</li> </ul>			
<p>NCTN Sites:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain CTEP ID</li> <li><input type="checkbox"/> Register for CTEP I-AM account</li> <li><input type="checkbox"/> Activity: Verify a CTEP ID</li> <li><input type="checkbox"/> Activity: Verify a CTSU Delegation Log</li> <li><input type="checkbox"/> Added to Cooperative Group Rosters</li> <li><input type="checkbox"/> Subscribe to PMB Newsroom Listserv</li> <li><input type="checkbox"/> Reviewed CTSU Website</li> <li><input type="checkbox"/> Reviewed PMB Online Agent Order Processing (OAOP)</li> </ul>			

